



CHURCH COWLEY ST. JAMES C of E PRIMARY SCHOOL

Bartholomew Road, Cowley, Oxford, OX4 3QH

Website: www.churchcowleystjames.org

Telephone: 01865 778484

Fax: 01865 774915

E-mail: office.3210@church-cowley-st-james.oxon.sch.uk

Head Teacher: Steve Dew

CHARGING AND REMISSIONS POLICY

BACKGROUND

Church Cowley St James Church of England Primary School believes that all children should have the opportunity to enjoy a wide variety of experiences as an important part of providing a high-quality education. The School believes that all children should have an equal opportunity to benefit from such activities, for example school visits, curricular and extra-curricular activities.

Many activities have costs associated with them and, unfortunately, they cannot be provided unless the School asks parents/carers for voluntary contributions or, in some cases, makes a charge in accordance with this Policy. However, in all cases the School tries to keep these charges to a minimum and tries to make any charges manageable for parents/carers, particularly those on limited incomes.

VOLUNTARY CONTRIBUTIONS

The School does not make a charge for activities which form part of the normal school day or which form part of the National Curriculum, but it can ask for **voluntary** contributions. Examples of situations in which voluntary contributions might be requested include:

- transport for school visits;
- transport for residential visits;
- admission charges for museums, theatres *etc.*

Since contributions toward these activities are strictly voluntary, children must not be excluded from the activity if parents/carers are unable or unwilling to pay them and all requests for contributions must emphasize their voluntary nature.

As much notice as possible must be given for activities requiring voluntary contributions in order to allow parents/carers to plan for them. If not enough voluntary contributions are received then the activity may have to be cancelled. Parents/carers in certain financial circumstances (see below) will not be expected to make voluntary contributions. Under no circumstances will the amount requested as a voluntary contribution exceed the actual cost of the activity per child.

ACTIVITIES FOR WHICH CHARGES WILL NOT BE MADE

The School does not make a charge for activities which form part of the normal school day or which form part of the National Curriculum. Such activities include:

- education provided during normal school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside of school hours if it is part of the National Curriculum, part of any syllabus for a prescribed public examination for which the child is being prepared, or part of the School's basic curriculum for religious education;

- tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum, or as part of any syllabus for a prescribed public examination for which the child is being prepared;
- education provided as part of any activity that takes place during normal school hours;
- education provided as part of any activity that takes place outside normal school hours if:
 - it is part of the National Curriculum,
 - it is part of any syllabus for a prescribed public examination for which the child is being prepared, or
 - it is part of the School's basic curriculum for religious education;
- supply teachers to cover for those teachers who are absent from school accompanying pupils taking part in activities including residential trips;
- transport provided directly in connection with an educational trip.

ACTIVITIES FOR WHICH CHARGES MAY BE MADE

Activities that can be considered as additional to the child's education may require a charge to be made. Such activities include:

- non-residential activities occurring outside of normal school hours (other than those listed above), but only if the majority of the time spent on the activity takes place outside normal school hours (time spent on travel counts in this calculation if the travel itself occurs during normal school hours);
- residential activities deemed to take place during normal school hours, where only the costs of board and lodging may be included in the charge (note that parents/carers in receipt of certain benefits may not be charged, see the Remissions section below);
- residential activities deemed to take place during outside normal school hours (other than those listed above);
- music (or singing) tuition for individuals and groups of up to four children.

RESIDENTIAL VISITS

For the purposes of this Policy, residential visits are deemed to take place during normal school hours if the number of school activity sessions is greater than, or equal to, 50% of the number of half days spent on the visit (even if some of the activity sessions take place late in the evening). Regulations require that a school day is divided into two sessions while a "half day" means any period of twelve hours ending with noon or midnight on any day.

In no case will the charge for a residential visit exceed the actual cost of providing board and lodging for the visit per child. In order to help families meet these charges, the School will:

- issue a calendar of visits to ensure there is as much notice as possible;
- have clear procedures enabling payment by instalment;
- make it possible to pay by instalments beyond the date of an activity in cases where the opportunity for the activity arises at short notice;
- have a fair, objective and transparent procedure for allocating places in case of over-subscription. In this respect, "first come, first served" is not usually considered fair.

CHARGES FOR OPTIONAL ITEMS AND ACTIVITIES

Charges may be made for any materials, books, instruments or other equipment where the parent/carer wishes the child to own them. Examples include:

- materials used in technology classes if the child takes the finished product home;
- artist materials or cookery ingredients if the child takes the result home.

Charges may also be made for trips and activities that are outside of the normal school curriculum, such as:

- some theatre trips, music concerts and sporting events;
- breakfast and after-school clubs.

CHARGES TO RECOVER COSTS ARISING FROM DAMAGE

The School reserves the right to charge parents/carers the full cost of restitution and repair to the fabric of the buildings, machinery, vehicles, equipment or other assets in cases where damage was caused by vandalism, negligence or willful behaviour on the part of a child. The School reserves the right to take any action it deems necessary and appropriate to recover money owed, including legal action where there is a dispute or a refusal to pay and the School is satisfied there is no evidence of family hardship.

REMISSIONS FROM VOLUNTARY CONTRIBUTIONS AND CHARGES

In order to remove financial barriers from disadvantaged children, the Governing Body has agreed that some activities and visits where charges can be made according to this Policy should be offered at no charge (or a reduced charge) to children from families in particular circumstances.

Parents/carers in receipt of one or more of the following should not be requested for voluntary contributions and may have charges waived or partially waived:

- Income Support;
- Income-based Jobseekers Allowance;
- support under Part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income is at the benefits level as assessed by HMRC in the year in which the application is made;
- Guaranteed State Pension Credit.

Reviewed: October 2016

Approved: 2016

Signed  Chair of Governors

Next Review: October 2018